

FREQUENTLY ASKED QUESTIONS/ANSWERS
RFQ NO. HR0011-06-Q-0001

1. If the study were to recommend a replacement to DARPA's current records management software will that recommendation be restricted to software that is currently compliant with DoD 5015.25 or could the recommendation include software that is not currently compliant but could be submitted for approval review for compliance with DoD 5015.25?

A. DARPA is in the process of migrating from Tower Captura to Tower Context. The vendor's final recommendations are not expected to include a different records management software.

2. Will any standard format, such as the DoD Architecture Framework (DoD AF) or the Business Process Modeling Notation (BPMN) be required to document the processes and procedures to move to an electronic storage and archiving solution under task 3.5?

A. A standardized format is not required.

3. Per paragraph 3.2. of the SOW, what are the key locations of "typical client organizations" desired to be visited?

A. This will be discussed with the vendor after award.

4. The period of performance is for 4 months. After the recommendation is made is there a possibility for a modification to add additional scope?

A. None planned.

5. Is there a current records management solution implemented at DARPA?

A. DARPA is in the process of migrating from Tower Captura to Tower Context. The vendor's final recommendations are not expected to include a different records management software.

6. Is there currently an incumbent contractor performing this service?

A. Records management is a task in the Agency's Administrative Services contract.

7. What DARPA locations will have to be visited to conduct the interviews?

A. This will be discussed with the vendor after award.

8. How many personnel interviews should be anticipated as part of this study?

A. We expect the vendor to conduct between 6 - 10 interviews.

9. What types of records will be included in the study, electronic computer files, hard copy files, or both?

A. We expect the vendor to review Agency systems and processes connected with the records management system, which is an electronic system that indexes electronic records and tracks the status and location of paper records after they are no longer needed for current business.

10. Can you explain the relationship between the approximate 300 labor hours and the 4 month period? For example can the approx. 300 hours be completed in a shorter calendar period? Or does the project necessitate a 4 month period?

A. The number of hours would allow a higher level analyst to accept the assignment as a part-time assignment. The assignment can be completed in a shorter calendar period.

11. Is development of "portals in support of communities of interest" within the scope of services for this RFQ; either as recommendations towards development of such portal or implementation of such?

A: Yes; although implementation may be too time consuming to be completed in this study.

12. What DARPA source documentation will be provided to Consultant in regard to existing records management policies & procedures, record lists, organization, equipment (hardware/software), personnel, applicable directives, and training?

A: Policies and procedures guiding DARPA can be found on the internet on OSD, DoD and NARA policy sites. DARPA is a small organization of approximately 250 government personnel. Information about the organization will be provided in the kick-off meeting. No equipment, personnel or training will be provided.

a. Is there a completed records inventory of physical and electronic records?

A: No

b. Is there a completed File Plan and/or Record Classifications?

A: No

c. Is there a completed Records Retention Schedule?

A: DARPA falls under the OSD records group and retention schedule located in OSD Administrative Instruction 15.

13. Under Study Tasks, Attachment (1) can you explain "address DARPA's participation in near future trends in DoD records management plans?

A: Consultant should be aware of e-gov effects on records management issues.

14. How many records management personnel in DARPA are there?

A: 2.5

a. How are they allocated (e.g. 2 per department, by function, etc.)?

A: They are not allocated.

b. How many allocation groups are there?

A: N/A

15. How many Information Resource Directorate personnel in DARPA are there?

A: N/A

a. How are they allocated?

A: N/A

b. How many allocation groups are there?

A: N/A

16. How many client organizations are there within DARPA that submit records for processing, storage, and archiving?

A: There are 12 offices in DARPA.

a. How large are these organizations in terms of personnel?

A: There are 250 government personnel in DARPA.

17. Will existing costs of current procedures, equipment (hardware/software), personnel, applicable directives, and training be provided to cost justify certain recommendations?

A: Where applicable; will discuss with selected vendor at kickoff meeting.

18. Can you clarify what you are looking for in the Brief of Final Report?

A: Will be discussed with selected vendor at kickoff meeting.

19. How many DARPA locations are there for this study?

A: DARPA is located at a single address.

20. Paragraph 6.2 of the SOW mentions place of performance as being off-site from DARPA, can you explain?

A. The contractor is expected to visit DARPA for interviews and data collection only. Other work will be performed at the contractor site.

21. Can you provide an example of the format you would like to see for staff loading?

A. Contractor format is acceptable.

22. When do you anticipate awarding the contract?

A: 1 MAR 2006.

23. When do you anticipate starting the project?

A: Two weeks after award.

24. We realize there will be 34-days between the issue date of the solicitation and the due date for same. However, within the same period are the customary holidays that include time off for employees, as well as management. For a small business this frequently means reduced time off for some employees. Please extend the due date, at least 7-days. Please answer this question very soon so that scheduling can be decided before Christmas.

A: Due date has been extended until 10 JAN 2006.

25. To better understand the scope of this effort we ask the extent of the records to be included in the records management system. Will these be strictly DARPA's administrative records, will they cover the R&E project records, or will this effort cover both the administrative and R&E records?

A: Effort will cover both administrative and R&E records used in DARPA.

26. What is the existing records management system at DARPA?

A. DARPA is in the process of migrating from Tower Captura to Tower Context.

27. What software and or other tools are currently planned for or in use?

A. DARPA is in the process of migrating from Tower Captura to Tower Context.

28. Is this DARPA's first attempt at obtaining these types of services from SDVOB firms?

A: Yes.

29. Does DARPA currently obtain any other related or similar types of services from SDVOB firms?

A: No.

30. Is an incumbent, SDVOB or otherwise, currently engaged in providing this type of service for DARPA?

A: There is no incumbent for a records management compliance improvement study at DARPA.

31. What level of effort (full-time equivalents) is currently devoted to records management at DARPA?

A: Two FTEs.

32. Will the contractor be eligible to bid on process re-engineering work as a result of the follow-on project?

A: No follow-on planned.

33. Will the contractor be eligible to provide vendor-neutral, technical advice on the follow-on project?

A: No follow-on planned.

34. How many times is the contractor expected to be on site?

A: This will be discussed with the vendor after award.

35. How many departments and/or facilities need to be evaluated?

A: PoC(s) will set up interviews as needed.

36. How many personnel need to be interviewed? Will user groups be able to be assembled for the evaluation?

A: PoC(s) will set up interviews as needed. Representatives of user types will be made available as needed.

37. How many trips on site will the evaluation require?

A: PoC(s) will set up interviews as needed.

38. Must the bidder be a certified records manager or will a certified document imaging architect suffice as an SME?

A: Certification is not required.

39. Will the pre-study conference be a teleconference or on-site at DARPA? Will the report brief be a teleconference or at DARPA?

A: Kick-off meeting and final report brief will be at DARPA.

40. The solicitation presumes 300 hours labor. Should bidders just provide an hourly rate and travel expenses? A lot more detail (starting with the questions above) would be required to actually develop a scope with cost estimates.

A: As detailed in the RFQ under paragraph **6. Cost Proposal Support**, it is expected that the resulting purchase order will be awarded based upon a determination that there is adequate price competition. In order to facilitate the Government's analysis, the following data must be furnished:

- a. Staffloading (quantity and mix of labor hours);
- b. Loaded labor rates; and
- c. Other direct costs, including consultants, travel, supplies, etc, if any.

If, after receipt of the quotations, the Contracting Officer determines that adequate price competition does not exist, the quoter shall provide additional data as requested by the Contracting Officer to support price reasonableness.

41. Is there an estimate of how many visits to DARPA will be required?

A. This will be discussed with the vendor after award.

42. Can you please provide some explanation on how this number of 300 direct labor hours was reached? It would appear that 300 hours only funds one person for not quite two months of the four month period.

A. The number of hours would allow a higher level analyst to accept the assignment as a part-time assignment.

43. Upon conclusion of the study, if there was a contract released to implement the recommendation of the study would we be able to respond to that solicitation?

A. No follow-on contract planned.

44. If we brought a contractor currently providing SETA support to DARPA onto our team would that create a conflict of interest?

A. Not necessarily; the SETA support contract may place limitations on future work at DARPA.

45. Would all work need to be completed at the DARPA site or could we collect information needed and complete on our site?

A. The contractor is expected to visit DARPA for interviews and data collection only. Other work will be performed at the contractor site.

46. Can a SDVOSB partner with a non-SDVOSB firm in submitting a quotation?

A: See FAR 52.219-27 for details about subcontracting and joint ventures.

47. Are DARPA's current records management policy and standard operating procedures available for contractor review prior to submitting proposals under this solicitation?

A: DARPA is part of the Office of the Secretary of Defense (OSD) records group. OSD, DoD and NARA policy is available on the internet. Procedures are not informal and not documented.

48. To clarify Study Task 3.5, does DARPA currently maintain any records electronically, and if so, what software and hardware is used to archive and store these records?

A: DARPA is in the process of migrating from Tower Captura to Tower Context. The Records Management staff has three Fujitsu FI-5750C scanners at their workstations.

49. With regard to Study Task 3.2, can you provide a list a geographic locations (City, State, Country) to which the contractor might have to travel to conduct interviews of employees and client organizations, and how many people might be interviewed at each location? This will

assist us with developing our financial proposal, by allowing us to carefully estimate travel time and expenses.

A: The vendor is expected to visit similar DoD Agencies in the Washington, DC metropolitan area for benchmarking.

50. With regard to Study Task 3.4, does DARPA have an established deadline by which they must have improvements to their records management program in place?

A: No.

**[NOTE: The deadline for receipt of questions was 21 DEC 2005.
No additional questions will be accepted nor will further responses
or clarifications be provided.]**